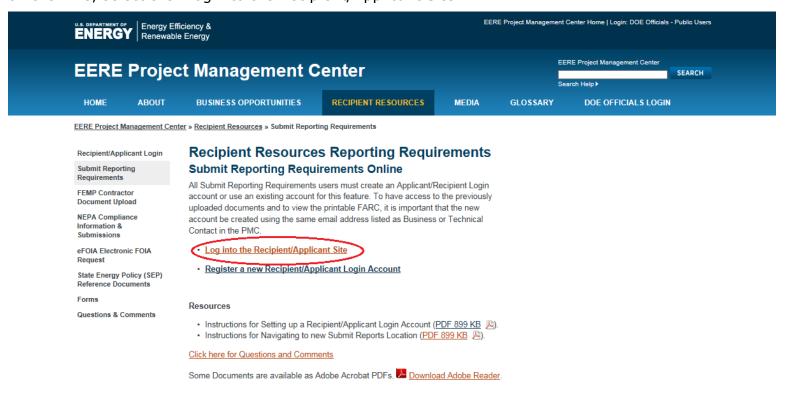
# Instructions for Navigating to the Submit Reporting Requirements Site

**Step 1** From the Submit Reporting Resources page (<a href="https://www.eere-pmc.energy.gov/SubmitReports.aspx">https://www.eere-pmc.energy.gov/SubmitReports.aspx</a>) on the PMC, select the "Log into the Recipient/Applicant Site" link.

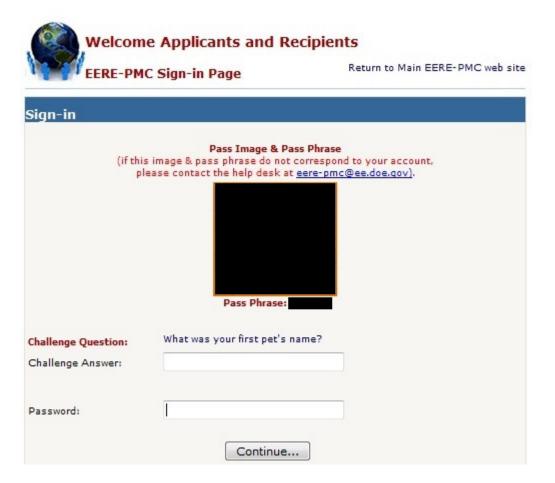


**Step 2** Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue..." button.



**Step 3** Complete the Sign-in verification page completing all required fields as indicated and click the "Continue..." button.

NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.



**Step 4** Check the "I agree to this web site's terms of use" box and click the "Continue..." button.



Return to Main EERE-PMC web site | Sign out

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#### **Security Notice**

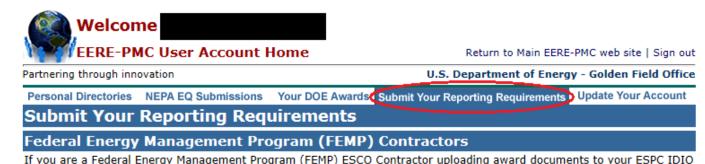
This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

I agree to this web site's terms of use. Continue...

**Step 5** Select the "Submit Your Reporting Requirements" tab.

NOTE: Please follow the instructions provided in the Award Recipients header for access to upload Reports.



task order, please follow the link below.

Click this Link if you are an ESCO Submitting Requirements to Task Order

### Award Recipients

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

Click this Link to Enter Award Number and Submit Reporting Requirements

# Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

DOE AWARD NUMBER:	Upload New Document to this Award  View the Printable FARC for this Award	
Project Title: Test Project Title		
File Name	File Type	Uploaded
<sup>[2]</sup>		

**Step 6** As an Award Recipient you can choose to either "Upload New Document to this Award" or "Click this Link to Enter Award Number and Submit Reporting Requirements".



Click this Link if you are an ESCO Submitting Requirements to Task Order

### Award Recipients

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

Click this Link to Enter Award Number and Submit Reporting Requirements

## Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.



**Step 7** If you selected the "Click this Link to Enter Award Number and Submit Reporting Requirements", enter the Award number and click the "Click to Upload Document to Award" button.

NOTE: This option is used if you are not listed as the Business or Technical contact on the award record in PMC, but still need to upload reporting requirements to the award.



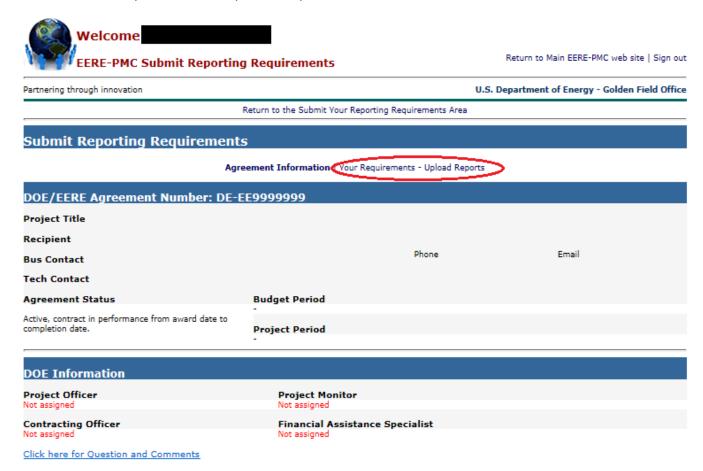
### Award Recipients may submit reporting requirements through this page

The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure "DE-FG36-09GO12345", please use the last 7 alpha numeric characters in the "Enter Award Number" field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Enter Award Number" field. (see example below)

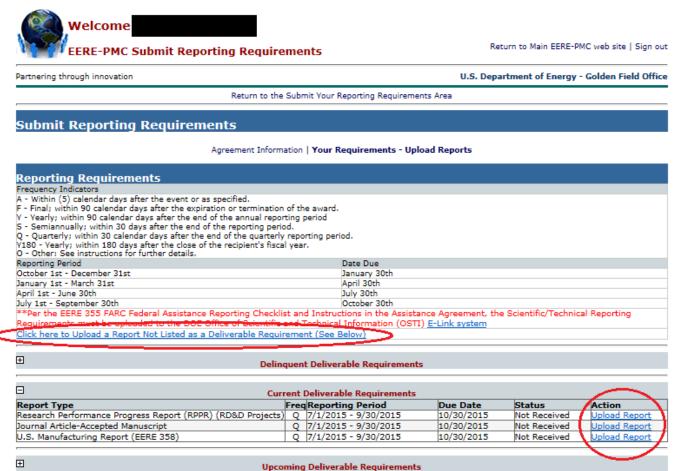
DE-FC36-09 GO12345 or DE-EE1234567Award Number	
Enter Award Number	Click to Upload Document to the Award

Click here for Question and Comments

**Step 8** If you selected "Upload New Document to this Award" link, or after you entered the Award Number in Step 7, select the "Your Requirement – Upload Reports" link.



**Step 9** Submit your reporting requirement by either clicking on the appropriate "Upload Report" link under the "Action" column or by clicking the "Click here to Upload a Report Not Listed as a Deliverable Requirement (See Below)" link.



Click here for Question and Comments